

## **EMPLOYMENT OPPORTUNITY**

### **Public Health Associate II**

#### **Grants Assistant – Unclassified**

The Human/Social Services Bureau is accepting applications for a full-time Grants Assistant position. This position will assist the homeless services team in the administration of Federal and CDBG grants and contracts to the Long Beach community.

**Salary Range: \$2,223 – \$3,040 per month**

#### **Qualifications:**

- B.A. preferred or minimum of 2 years relevant experience
- Proficiency in Microsoft Office applications (i.e., Excel, Word, Access, Power Point)
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Excellent interpersonal skills with professional attitude and ability to interact with City employees and the general public at all levels
- Hard working and team player
- Ability to multi-task, meet multiple deadlines
- Familiarity of HUD regulations, grant administration, and Request for Proposal process

#### **Duties:**

- Coordination of Federal/CDBG grants and contracts calendar
- Prepare routine correspondence and memoranda to community agencies
- Assist with contract and invoice processing
- Assist in maintaining contract files, including filing
- Data entry and maintenance of Access database
- Operate a variety of office machines (i.e., copier, fax)
- Administrative and clerical duties as assigned

**Deadline to apply:** Open until filled.

**Mail, fax or email resume with cover letter to:**

Susan Price, Homeless Services Coordinator  
City of Long Beach Department of Health and Human Services  
Administration, Room 280  
2525 Grand Avenue  
Long Beach, CA 90815  
FAX: (562) 570-4049

Email: [susan\\_price@longbeach.gov](mailto:susan_price@longbeach.gov)